



## **AGENDA**

CITY COMMISSION OF THE CITY OF WARRENTON  
REGULAR MEETING  
January 10, 2023 – 6:00 P.M.  
Warrenton City Commission Chambers – 225 South Main Avenue  
Warrenton, OR 97146

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Public Meetings will also be audio and video live streamed. Go to <https://www.ci.warrenton.or.us/administration/page/live-stream-public-meetings> for connection instructions.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **OATHS OF OFFICE**
4. **ELECTION OF MAYOR PRO TEM**
5. **CONSENT CALENDAR**
  - A. City Commission Meeting Minutes – 12.13.22
  - B. Building Department Quarterly Report – Oct. – Dec. 2022
  - C. Warrenton Community Library Board Meeting Minutes – 9.14.22
  - D. Monthly Finance Report – November 2022

Items on the Consent Calendar have previously been discussed and/or are considered routine. Approval of the Consent Calendar requires a motion, a second, and no discussion, unless requested by a member of the City Commission.

6. **COMMISSIONER REPORTS**
7. **PUBLIC COMMENT**

At this time, anyone wishing to address the City Commission concerning items of interest may do so. The person addressing the Commission must complete a Public Comment Card and submit it to the City Recorder prior to the meeting. All remarks will be addressed to the whole City Commission and limited to 3 minutes per person. Public Comments may also be submitted by email to the City Recorder, at [cityrecorder@ci.warrenton.or.us](mailto:cityrecorder@ci.warrenton.or.us), no later than 4:00 p.m. the day of the meeting. The Commission reserves the right to delay any action, if required, until such time as they are fully informed on a matter.

8. **PUBLIC HEARINGS**

- A. Resolution No. 2638; Declaring Certain Property to Have No Real Market Value
- B. Ordinance No. 1260; Renaming a Portion of SE 19<sup>th</sup> Street in Section 27 of the City of Warrenton.

**9. BUSINESS ITEMS**

- A. Consideration of Warrenton Kids Inc. Field Use Agreement
- B. Consideration of Volunteer Committee Resolutions
- C. Consideration of Resolution No. 2637; Construction Review Fee

**10. DISCUSSION ITEMS**

- A. Update from 1.06.23 Work Session on City Landlord Lease Agreements

**11. GOOD OF THE ORDER**

**12. EXECUTIVE SESSION**

**13. ADJOURNMENT**

**Warrenton City Hall is accessible to the disabled. An interpreter for the hearing impaired may be requested under the terms of ORS 192.630 by contacting Dawne Shaw, City Recorder, at 503-861-0823 at least 48 hours in advance of the meeting so appropriate assistance can be provided.**



## SELECTION OF MAYOR PRO TEM

TO: The Warrenton City Commission

FROM: Dawne Shaw, City Recorder

DATE: January 10, 2023

Subject to Chapter III, Section 9 of the Warrenton City Charter, at its first meeting of each year, the commission shall elect Mayor Pro-tem by ballot from its membership. The Mayor Pro-tem presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform the duties of the office. A sample ballot is attached. Additional Ballots will be available at the meeting for your use.

Oregon law prohibits "secret ballots," so your name must be written next to the name of the commissioner for whom you are casting your vote. Ballots will be read aloud for the record.

BALLOT FOR MAYOR PRO TEM

January 10, 2023

Commissioner Gerald Poe \_\_\_\_\_

Commissioner Mark Baldwin \_\_\_\_\_

Commissioner Tom Dyer \_\_\_\_\_

Commissioner Paul Mitchell \_\_\_\_\_

Please write your name next to the Commissioner's name for which you are voting for Mayor Pro Tem for the calendar year 2023.



MINUTES  
 Warrenton City Commission  
 December 13, 2022  
 6:00 p.m.  
 Warrenton City Hall - Commission Chambers  
 225 S. Main  
 Warrenton, OR 97146

Mayor Balensifer called the meeting to order at 6:00 p.m. and led the public in the Pledge of Allegiance.

Commissioners Present: Mayor Henry Balensifer, Mark Baldwin, Tom Dyer, Gerald Poe, and Paul Mitchell

Staff Present: City Manager Esther Moberg, Police Chief Mathew Workman, Public Works Utility Worker Jim McCarthy, Interim Public Works Director Kyle Sharpsteen, Planning Director Jay Blake, Water Treatment Plant Maintenance Worker Mike Ulness, Public Works Analyst Twyla Vittetoe, and Deputy City Recorder Brittney Johnson

CONSENT CALENDAR

- A. City Commission Meeting Minutes – 11.08.22
- B. Work Session Meetings Minutes – 11.22.22
- C. Monthly Finance Report – October 2022
- D. Warrenton Police Department Reports – November 2022
- E. Skipanon RV Amended Lease
- F. VFW Lease
- G. Abstract of Votes

Mayor Balensifer made the motion to move consent calendar item 3.E, to become Business item 7.F and will be considered after executive session. There were no objections.

**Commissioner Baldwin made the motion to approve the consent calendar as presented with the amended minutes. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye**

COMMISSIONER REPORTS

City Manager Esther Moberg updated the commission that fire fighters are doing their annual food drive and that they will be out in neighborhoods this week collecting canned foods.

PUBLIC COMMENT –

Carla Gonzalez spoke from Elements Environmental, about leasing the Skipanon RV. Her business already has an agreement with the current lease owner, and she asked the commission for permission to move forward. Mayor Balensifer stated that the city made a motion that land sales policies would be done at the first meeting in January.

Tim and Brenda Kindred spoke about their interest in purchasing the Skipanon RV and their interest in putting up a restaurant and other recreational activities.

## PUBLIC HEARINGS

Mayor Balensifer opened the Public Hearing on the adoption of Ordinance 1259 Psilocybin Temporary Moratorium. Formalities followed. No conflicts of interest or ex parte contacts were reported. Planning Director Jay Blake presented his staff report; Planning department staff and Legal counsel prepared a draft ordinance that was considered by the Warrenton Planning Commission and the draft Ordinance that is included in this packet. Upon passage, the proposed ordinance will effectively prohibit the OHA from issuing licenses for psilocybin manufacturing and service centers in the City of Warrenton and refer the permanent moratorium to the city voters at the next regularly scheduled statewide election in November of 2024. If the voters reject the permanent moratorium on these facilities, the city should have a time, place, and manner ordinance in place to take effect the day after the election. The Planning Commission and City Commission will have ample opportunity to thoroughly review several sample ordinances and an ordinance will be ready to go if the voters reject the moratorium. The city legal counsel has prepared a memo outlining the adoption process. Upon adoption, the Oregon Health Authority will be contacted and made aware of the adoption of the moratorium ordinance, and they will be caused to not approve any license applications within the City of Warrenton. Commissioner Dyers asked for the reason behind not adopting the same ordinance time, place, and manner as marijuana. Mr. Blake responded with it would give too many unknowns; we don't know how psilocybin polices will work. There's no data or any other city or state to look at and see what works and what doesn't, and he doesn't want Warrenton to be the test city of psilocybin. Mayor Balensifer then asked city attorney Josh Soper, to clarify that the moratorium is legal to put in place and Mr. Soper confirmed. Discussion continued.

Mayor Balensifer asked for public comments. No one spoke in favor or opposition. There being no further comments, Mayor Balensifer closed the public hearing.

**Commissioner Dyer made the motion that the Warrenton City Commission conduct the first reading of Ordinance 1259 in full. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye**

Mayor Balensifer conducted the first reading of ordinance 1259; Psilocybin Temporary Moratorium in full.

**Commissioner Baldwin made the motion that the City Commission conduct the second reading, by title only, of Ordinance 1259, and adoption with roll call vote. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye**

Mayor Balensifer conducted the second reading of ordinance 1259; Psilocybin Temporary Moratorium by title only.

**Commissioner Baldwin made the motion to adopt Ordinance 1259. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye**

### **Roll Call Vote**

**Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye**

## MINUTES

Warrenton City Commission

Regular Meeting – 12.13.22

Page: 2

Mayor Balensifer opened the public hearing on the adoption of Ordinance 1260 Renaming a Portion of SE 19<sup>th</sup> Street in Section 27 of the City of Warrenton. Formalities followed. No conflicts of interest or ex parte contacts were reported. Planning Director Jay Blake presented his staff report; In 2013, Clatsop County began developing the North Coast Business Park property which included the construction of a public road. The current street names for the northerly and westerly legs of SE 19<sup>th</sup> Street in Warrenton could lead to confusing addressing and potentially impact public safety and response times. Renaming the above-mentioned sections of this street would reduce confusion for the public. The northerly leg of SE 19<sup>th</sup> Street should be renamed SE 16<sup>th</sup> Street so that it is in alignment with our grid system. The westerly leg of SE 19<sup>th</sup> Street should be renamed SE Intrepid Avenue. The Planning Commission unanimously recommended approval of the renaming of the roads and directed staff to prepare Ordinance Number 1260.

Mayor Balensifer asked for public comments. No one spoke in favor, opposition or neutrally. Mayor Balensifer then asked why Intrepid for the name, Mr. Blake responded that there weren't many nautical names that start with "I" that can be used, and that Intrepid was the name that the Planning Commission landed on. Mayor Balensifer then closed the public hearing. He then suggested for the road to be named something other than Intrepid. He suggested Ironwood and the Commission agreed on Ironwood; discussion continued. The discussion was then tabled till the next meeting with all commissioners in agreement.

#### BUSINESS ITEMS

Interim Public Works Director Kyle Sharpsteen stated that this is the third time he has been back with the professional services contract for interior drainage study. The first time was to ask to get the grant, second time was a request of services and now he is asking to approve the services contract with West Consultants Inc for the Interior Drainage Analysis. This would be a 100-year storm model, to be used in the FEMA certifications, to update maps, and improvements for reduced flooding. Mayor Balensifer asked why we aren't looking at a 500-year instead of 100-year flood event. Mr. Sharpsteen said that a 100-year is the standard but will look into how much it would be to do a 500-year model.

**Commissioner Baldwin made the motion to approve the professional services contract with West Consultants, Inc. for conducting the Interior Drainage Analysis. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye**

Interim Public Works Director Kyle Sharpsteen reported that the project for the N. Main Low Pressure Sewer System is finished and that the change order is for a price reduction. The original bid was \$293,935.00 and has been decreased to \$267,549.00. The reduction cost was reduced in air-release valves, HDPE pipe, and road and driveway restoration.

**Commissioner Poe made the motion to approve the Change Order #2-7<sup>th</sup> and N. Main Low Pressure Sewer System Project, reducing the contract amount to \$267,549.00. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye**

Warrenton Urban Renewal Advisory Committee members Amy-Leigh Sutton and Karin Hopper stated that the Marinas Advisory Committee recommends for the Urban Renewal Agency to negotiate to purchase Skipanon Marine & RV building. They talked about the potential of making that space a hub for the community, with potential for a new location for the museum and library and a place to open kayak rentals, farmers market, mini stores and more. Mayor Balensifer stated that the city made a motion that

#### MINUTES

land sales policies would be done at the first meeting in January and that he would address this then.

Mayor Balensifer noted the consideration of canceling the December 27<sup>th</sup>, 2022 City Commission Meeting.

**Commissioner Mitchell made the motion to cancel the December 27<sup>th</sup> City Commission Meeting. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye**

Mayor Balensifer discussed his nomination for the Warrenton Budget Committee for David Burkhart.

**Commissioner Baldwin made the motion to appoint David Burkhart to Position #1 to the Warrenton City Budget Committee. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye**

Mayor Balensifer discussed his nomination for the Warrenton Community Center Board for Carol Snell.

**Commissioner Baldwin made the motion to appoint Carol Snell to Position #3 to the Warrenton Community Center Board. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye**

Mayor Balensifer discussed his nominations for the Warrenton Community Library Committee for Amanda Donovan and Brenda Atwood.

**Commissioner Baldwin made the motion to re-appoint Amanda Donovan to Position #6 and appoint Brenda Atwood to Position #3 on the Warrenton Community Library Advisory Board. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye**

Mayor Balensifer let the commission know that he has a family member on this nomination recommendation and that he is leaving the room. Mayor Protem Baldwin took over.

Mayor Protem Baldwin discussed the nominations for the Warrenton Marina Advisory Board for Michael Balensifer, Lylla Gaebel and James Fowler.

**Commissioner Mitchell made the motion to appoint Michael Balensifer and James Fowler to Positions 4 and 5 on the Marinas Advisory Committee. Motion was not passed.**

**Baldwin – nay; Balensifer - abstained; Dyer – aye; Poe – nay; Mitchell – aye**

**Commissioner Poe made the motion to re-appoint Michael Balensifer and Lylla Gaebel to Positions 4 and 5 on the Marinas Advisory Committee. Motion was seconded and passed.**

**Baldwin – aye; Balensifer - abstained; Dyer – aye; Poe – aye; Mitchell – nay**

Mayor Balensifer discussed his nominations for the Parks Advisory Committee for Bert Little and Sammi Beechan.

**Commissioner Baldwin made the motion to appoint Bert Little to Position 4 and Sammi Beechan to Position 3 on the Warrenton Parks Advisory Board. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye**

Mayor Balensifer discussed his nomination for the Warrenton Planning Commission for Mike Moha and Jessica Sollaccio.

**Commissioner Baldwin made the motion to appoint Mike Moha and Jessica Sollaccio to Positions 4 and 5 to the Warrenton City Planning Commission. Motion was seconded and passed unanimously.**

**Baldwin – aye; Balensifer - aye; Dyer – aye; Poe – aye; Mitchell – aye**

DISCUSSION ITEMS – None

GOOD OF THE ORDER

Mayor Balensifer noted that for January’s meeting that the City could be involved with committees and filling those open positions.

EXECUTIVE SESSION

At 6:57 p.m. Mayor Balensifer recessed the meeting and announced the Commission will now meet in executive session under the authority of ORS 192.660(2)(e); *to conduct deliberations with persons designated by the governing body to negotiate real property transactions*; ORS 192.550(2)(f); *to consider information or records that are exempt by law from public inspection*; and ORS 192.660(2)(h); *to consult with counsel regarding the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

At 7:23 p.m. Mayor Balensifer reconvened the regular meeting.

Mayor Balensifer opened item 7.H and asked for any motions or staff reports. The item then died for lack of action.

There being no further business, Mayor Balensifer adjourned the meeting at 7:24 p.m.

Respectfully prepared and submitted by Brittney Johnson, Deputy City Recorder.

APPROVED:

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST:

\_\_\_\_\_  
Dawne Shaw, CMC, City Recorder



BUILDING DEPARTMENT

# QUARTERLY REPORT

OCTOBER - DECEMBER, 2022 // PREPARED BY VAN WILFINGER; BUILDING OFFICIAL





# Building Department

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*Quarterly Report: October-December, 2022*

## Quarter in Brief

The City of Warrenton Building Department continues to make improvements to the development and permitting process, and the sharing of information with the public and other departments. Staff continue to collaborate with colleagues in other departments as several staff changes have taken place throughout the organization.

The Building Department staff continue to develop and expand department capabilities with additional training and certifications. Building Permit Technician, Hallie Homolac, has obtained the International Code Council Permit Technician certification, as well as obtaining the Oregon Inspector certification. Hallie is also on the waiting list to begin the Oregon Residential Inspector course through the state Building Codes Division.

Building Inspector, Christian Jensen, has obtained the International Code Council Commercial Mechanical Inspector certification. Christian is also on the waiting list to begin the Oregon Specialty Plumbing Inspector course through the state Building Codes Division.

Building Official, Van Wilfinger, has obtained the International Code Council Fire Plans Examiner certification, which qualifies as a Fire Life Safety Plans Examiner under state BCD regulations. Van is also on the waiting list for the Oregon Residential Plumbing Inspector Course through the state Building Codes Division.

## Challenges/Obstacles

Staff continue to work with other departments to develop clearly delineated requirements and well-defined procedures for addressing areas of concern through the City such as nuisances, failures to follow plans and regulations, and illegal recreational vehicles. Staff are working with management and the Commission on the improvements to the development process and aid in the performance of these duties



# Building Department

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*Quarterly Report: October-December, 2022*

## Statistics

- 27 Commercial Permits Issued
- 21 Residential Permits Issued
- 133 Inspections Completed

## Projects Completed

Clear Choice Dermatology received a temporary certificate of occupancy pending conditions of approval related to parking and pending Building approval of the removal of abandoned mechanical equipment and exterior weather resistive barrier repairs. The Warrenton Middle School received the final certificate of occupancy after meeting the final Public Works requirements.

## Projects in Progress

Currently, the Building Department has the following active commercial and multi-family projects:





# Building Department

Quarterly Report: October-December, 2022



## Trillium House Apartments

42 units of affordable multi-family housing on approximately 1.54 acres, located in the Chelsea Gardens Neighborhood.

- 12 - 1 bedroom/1 bathroom
- 19 - 2 bedroom/1 bathroom
- 11 - 3 bedroom/1.5 bathroom

## Project Status

Under Construction; Currently the building is completely dried in, and staff are completing rough inspections at lower floors and drywall and fire stopping at upper floors.





# Building Department

Quarterly Report: October-December, 2022



## Latitude 46 Apartments

28 unit apartment project (2 3-story 12 unit buildings, 1 4-plex building, 1 storage unit building), located at 1335 SE Jetty Avenue on approximately 1.08 acres. All units are 2 bedroom/1 bathroom.

## Project Status

Under Construction; All buildings have received approvals on footing foundation inspections.





# Building Department

*Quarterly Report: October-December, 2022*



## Scoular Fishmeal Processing Plant

The Scoular fishmeal processing plant at the Warrenton-Astoria Regional Airport started construction in July of 2021. The facility will upcycle Da Yang and Bornstein fish trimmings from nearby seafood processing plants into fishmeal and fish oil.

### Project Status

Currently fitting out equipment and completing final as-builts for deferred submittals for seismic bracing. A soft opening will be at the end of October for ownership shareholders. Anticipated actual completion and final Certificate of Occupancy spring of 2023.



# Building Department

*Quarterly Report: October-December, 2022*



## The Roosevelt Subdivision

Total of 74 single family homes with development occurring in three phases. Currently in Phase 1 with 35 proposed single family homes with 7 single family dwelling permits currently issued.

## Project Status

Under Construction; All dwellings have received approvals for the rough-in inspection phase.





# Building Department

Quarterly Report: October-December, 2022



## Osburn Plumbing Shop

A contractors 100'x100' office and warehouse on property located at 2207 SE. Dolphin Avenue.

## Project Status

Under Construction; Received approval for footing foundation inspection. Building permits have been issued for the interior work (phase 2) of the project.





# Building Department

*Quarterly Report: October-December, 2022*



## Robys Furniture

Approximately 27,000 square feet first floor and a 1,700 square foot mezzanine located at 1169 Alternate Hwy 101

- Showroom - 22,483 sqft,
- Warehouse - 4,286 sqft.
- Mezzanine/Office 1,690 sqft.

## Project Status

Under Construction; Received approval for footing foundation inspection.





# Building Department

*Quarterly Report: October-December, 2022*



## Clatsop County Jail

Expansion and remodel of the old Oregon Youth Authority building.

## Project Status

Under Construction; Temporary certificate of occupancy will be issued December 2022 for staff training, with an anticipated final Certificate of Occupancy January/February 2023.

## Minutes

### Warrenton Community Library Board Regular Meeting

September 14, 2022 - 5:30 p.m.  
Warrenton City Commission Chambers  
225 South Main Ave., Warrenton, OR 97146

1. Call to order: The chair opened the meeting at 5:30 p.m.
2. Roll call: Kelsey Balensifer (chair), Karyn Grass, Amanda Donovan and Joy Wheatley-Decius were in attendance. Library Director Kelly Knudsen was also present. Eileen Purcell (secretary) and Dawn DeLacey were unable to attend. There is also one vacant position on the board.
3. Recognition of guests: None.
4. Public comment: None.
5. Consent calendar

A. Regular Meeting Minutes 6.8.22: Kelsey shared a couple of small edits. Karyn moved to approve the minutes as amended; Amanda seconded. The amended minutes were approved unanimously.

#### 6. Discussion items

A. Library director's report: Kelly shared that the last bilingual story time at the library was today and there is one more financial literacy class. The grant funding this programming has ended, but there is another Spanish-speaking individual who may volunteer to continue these options. The new library computer system is in place, and all volunteers have been trained on it. The old restaurant hood has been removed from the back room, and the library exterior was painted. The new library website is up, but Kelly said the City's firewall is posing a problem with making edits to the site. Kelsey said the website looks great and commended Kelly for her work thus far. The library received a grant to fund the supplies, training and staffing for a Play & Learn program. Courtney is very excited to start this program, hopefully in October, after the franchise discussions have been completed. Kelly said that many people have already inquired about the program and expressed interest in it. Spruce Up Warrenton is handling the permitting and contractor hiring for the new library sign to replace the vinyl banner. Kelly added that being a tenant, instead of owning the library building, is presenting real challenges.



B. Friends of the Warrenton Community Library update: Kelsey shared that the Friends group met on Sept. 8 and adopted official bylaws for the organization. Additional people have paid the dues and submitted paperwork to be members of the Friends group. The 501(c)3 status is still pending with the state. The Friends group hosted the Library After Dark event on Sept. 10, and 12 people attended.

C. Board member vacancy: Kelsey reminded the board that there is still a vacant spot. The City's board/commission/committee application is available on its website and at City Hall. Kelsey asked the board members to think of people who may be interested and a good fit.

D. 2023 meeting dates: The board's 2023 meeting dates/times are as follows:  
2nd Wednesday of the month, quarterly, 5:30 p.m. at City Hall.

March 8, 2023

June 14, 2023

Sept. 13, 2023

Dec. 13, 2023

## 7. Action items

A. Election of 2023 officers: Kelsey shared that she would be willing to continue as chair and Eileen had said prior to the meeting that she would be willing to continue as secretary. Kelsey also said that she welcomes anyone with an interest in board leadership to express that. Karyn moved to appoint Kelsey as 2023 chair and Eileen as 2023 secretary; Amanda seconded. The officer appointments were approved unanimously.

8. Good of the order: Kelsey gave a brief update on the library levy that will be on the ballot this fall.

9. Adjournment: The chair adjourned the meeting at 5:57 p.m.

*Minutes recorded by Kelsey Balensifer.*

**Volume 16, Issue 5**

**Monthly Finance Report  
November 2022**

**January 10, 2023**

**Economic Indicators**

	Current	1 year ago
◆ Interest Rates:		
LGIP :	2.68%	.45%
Prime Rate:	7.00%	3.25%
◆ CPI-U change:	7.1%	6.8%
◆ Unemployment Rates:		
Clatsop County:	4.5%	4.7%
Oregon:	4.4%	4.2%
U.S.:	3.7%	4.2%

**Department Statistics**

◆ Utility Bills mailed	3,306
◆ New Service Connections	1
◆ Reminder Letters	401
◆ Door Hangers	106
◆ Water Service Discontinued	11
◆ Counter payments	394
◆ Mail payments	1,023
◆ Auto Pay Customers/pmts	692
◆ Online (Web) payments	1,297
◆ Checks issued	292

**Current and Pending Projects**

- ◆ Audit Report for FYE 6/30/22 (Auditors have requested an extension from the State due to staffing issues)
- ◆ DEQ Landfill Financial Assurance (Extension also requested and approved due to delay of Audit Report)
- ◆ Urban Renewal Annual Report (published before March 1, 2023)
- ◆ Budget Preparation has begun

**Financial Narrative as of November 30, 2022**

**Note:** Revenues and expenses should track at 5/12 or 41.7% of the budget.

**General Fund:** Year to date revenues amount to \$2,591,844, which is 45.5% of the budget, compared to the prior year amount of \$2,538,761, which was 55.6% of the budget and are up by \$53,083. Increases are shown in prior year property tax, city franchise fees, state revenue sharing, planning fees, police charges, fire charges, park charges, interest, proceeds from sale of assets, and transfers from other funds and are offset by decreases in current year property tax, franchise fees, transient room tax, municipal court, miscellaneous, and lease receipts.

Expenses year to date amount to \$2,183,521, which is 34.7% of the budget, compared to the prior year amount of \$1,796,418, which was 35.2% of the budget. All departments are tracking under budget.

**WBL:** Business license revenue amounts to \$80,892, compared to \$59,300 at this time last year, a difference of \$21,592; a result of a rate increase effective this fiscal year. Year to date licenses issued is 723 compared to 670 at this time last year.

**Building Department:** Permit revenues this month amount to \$4,258 and \$151,757 year to date, which is 49.7% of the budgeted amount. Last year to date permit revenue was \$86,921, 26.6% of the budget.

**State Tax Street:** State gas taxes re-

ceived this month amount to \$43,431 fuel sold in October and \$166,603 year to date. City fuels taxes received this month amount to \$32,447 for fuel sold in September and are \$106,544 year to date. Total gas taxes received year to date are \$273,147 compared to \$246,653 at this time last year.

**Warrenton Marina:** Total revenues to date are \$599,686, 83.7% of the budgeted amount, compared to the prior year amount of \$577,260, which was 91% of the budgeted amount. There is \$30,584 in moorage receivables outstanding.

**Hammond Marina:** Total revenues to date are \$382,861, 99.6% of the budgeted amount, compared to the prior year amount of \$400,664, which was 114% of the budgeted amount. There is a credit balance of (\$264) in moorage receivables outstanding.

Of the total outstanding receivables:

\$9,959 (32.8%) is current,

\$3,478 (11.5%) is 30-60 days past due,

\$2,459 (8.1%) is 60-90 days past due and

\$14,424 (47.6%) is over 90 days past due.

**Water Fund:** Utility fees charged this month are \$191,116 and \$90,540, and \$1,264,337 and \$918,294 year to date for in-city and out-city respectively and

totals \$2,182,631 and is 53.5% of the budget. Last year at this time, year to date fees were \$1,204,125 and \$820,360, for in-city and out-city, respectively and totaled \$2,024,485.

On page 5, water revenue history is shown for each fiscal year beginning July 1, 2012. The green is in-city, the gray is out-city, and the grand total is shown in orange. Also shown, segregated from the in-city and out-city category is the top 5 users of the system each year and then the 5 months of the current year.

**Sewer Fund:** Utility fees charged this month are \$223,836 and \$1,134,984 year to date, which is 42.1% of the budget. Last year at this time, year to date fees were \$1,100,558. Shoreline Sanitary fees year to date are \$58,706. Total revenues year to date are \$1,275,980 compared to \$1,185,185 at this time last year.

Page 5 shows the same revenue history for the sewer revenue as previously mentioned for water.

**Storm Sewer:** Utility fees (20% of sewer fees) this month are \$44,787 and \$226,975 year to date and is 42.1% of the budget. Last year to date revenues were \$220,110 which was 45% of the budget.

**Sanitation Fund:** Service fees charged this month for garbage and recycling were \$88,454 and \$19,141, and \$447,949 and \$95,766, year to date, and are 36.7% and 42.2% of the budget respectively.



**Financial data as of November, 2022**

	General Fund				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	1,576,544	1,885,860	1,100,000	171.44	
Plus: Revenues	1,226,607	2,591,844	5,691,876	45.54	(see details of revenue, page 4)
Less: Expenditures					
Municipal Court	12,247	65,181	188,871	34.51	
Admin/Comm/Fin(ACF)	66,398	526,017	1,385,311	37.97	
Planning	24,702	123,094	439,126	28.03	
Police	145,052	789,237	2,189,639	36.04	
Fire	64,845	341,482	1,034,854	33.00	
Parks	6,408	37,194	160,746	23.14	
Transfers	189,316	301,316	891,451	33.80	
Total Expenditures	508,968	2,183,521	6,289,998	34.71	
Ending Fund Balance	<u>2,294,183</u>	<u>2,294,183</u>	<u>501,878</u>	<u>457.12</u>	

	WBL				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	112,295	68,931	59,000	116.83	
Plus: Revenues	1,108	81,688	61,350	133.15	
Less: Expenditures	422	37,638	66,307	56.76	
Ending Fund Balance	<u>112,981</u>	<u>112,981</u>	<u>54,043</u>	<u>209.06</u>	

	Building Department				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	734,027	736,201	640,000	115.03	
Plus: Revenues	6,095	158,784	309,088	51.37	
Less: Expenditures	29,348	184,211	455,954	40.40	
Ending Fund Balance	<u>710,774</u>	<u>710,774</u>	<u>493,134</u>	<u>144.13</u>	

	State Tax Street				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	3,223,618	2,778,651	2,100,000	132.32	
Plus: Revenues	83,369	673,277	2,738,420	24.59	
Less: Expenditures	29,825	174,766	4,739,670	3.69	
Ending Fund Balance	<u>3,277,162</u>	<u>3,277,162</u>	<u>98,750</u>	<u>3,318.65</u>	

	Warrenton Marina				
	Current Month	Year to Date	Budget	% of Budget	
Beginning Fund Balance	705,475	323,922	300,000	107.97	
Plus: Revenues	14,959	599,686	716,879	83.65	
Less: Expenditures	78,560	281,734	818,225	34.43	
Ending Fund Balance	<u>641,874</u>	<u>641,874</u>	<u>198,654</u>	<u>323.11</u>	



**Financial data as of November 2022, continued**

	Hammond Marina				Water Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	442,726	206,211	290,000	71.11	3,209,626	1,878,545	2,000,000	93.93
Plus: Revenues	12,080	382,861	384,552	99.56	285,724	2,272,838	6,708,062	33.88
Less: Expenditures	21,814	156,080	534,261	29.21	150,248	806,281	7,747,678	10.41
Ending Fund Balance	<u>432,992</u>	<u>432,992</u>	<u>140,291</u>	<u>308.64</u>	<u>3,345,102</u>	<u>3,345,102</u>	<u>960,384</u>	<u>348.31</u>

	Sewer Fund				Storm Sewer			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	3,351,446	2,978,750	2,700,000	110.32	1,775,032	1,661,698	1,500,000	110.78
Plus: Revenues	254,603	1,275,980	2,904,261	43.93	48,649	240,834	844,912	28.50
Less: Expenditures	134,685	783,366	4,748,317	16.50	11,785	90,636	1,947,361	4.65
Ending Fund Balance	<u>3,471,364</u>	<u>3,471,364</u>	<u>855,944</u>	<u>405.56</u>	<u>1,811,896</u>	<u>1,811,896</u>	<u>397,551</u>	<u>455.76</u>

	Sanitation Fund				Community Center			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	575,661	504,966	445,000	113.48	24,864	21,718	18,500	117.39
Plus: Revenues	114,215	554,810	1,449,344	38.28	3,403	13,340	18,800	70.96
Less: Expenditures	96,023	465,923	1,633,871	28.52	1,230	8,021	29,096	27.57
Ending Fund Balance	<u>593,853</u>	<u>593,853</u>	<u>260,473</u>	<u>227.99</u>	<u>27,037</u>	<u>27,037</u>	<u>8,204</u>	<u>329.56</u>

	Library				Warrenton Urban Renewal Agency Capital Projects Fund			
	Current Month	Year to Date	Budget	% of Budget	Current Month	Year to Date	Budget	% of Budget
Beginning Fund Balance	84,899	162,397	160,000	101.50	9,051	9,011	12,184	73.96
Plus: Revenues	188,038	216,790	254,179	85.29	116,140	120,937	6,141,636	1.97
Less: Expenditures	21,308	127,558	303,013	42.10	116,459	121,216	6,153,820	1.97
Ending Fund Balance	<u>251,629</u>	<u>251,629</u>	<u>111,166</u>	<u>226.35</u>	<u>8,732</u>	<u>8,732</u>	<u>-</u>	<u>-</u>



## Financial data as of November 2022, continued

## (\$) Cash Balances as of November 30, 2022

General Fund	2,649,073	Warrenton Marina	654,415	Storm Sewer	1,760,152
WBL	112,712	Hammond Marina	435,684	Sanitation Fund	514,818
Building Department	719,053	Water Fund	3,116,007	Community Center	28,560
State Tax Street	3,400,227	Sewer Fund	3,255,675	Library	252,381

## Warrenton Urban Renewal Agency

Capital Projects	124,862
Debt Service	3,315,088

General Fund Revenues	Collection Frequency	2022-2023 Budget	Actual as a % of Current Budget	Collections/Accruals Year to date		(over) under budget
				November 2022	November 2021	
Property taxes-current	AP	1,229,211	88.05	1,082,358	1,133,238	146,853
Property taxes-prior	AP	30,000	83.09	24,926	11,942	5,074
County land sales	A	-	0.00	-	-	-
Franchise fees	MAQ	612,000	28.40	173,781	178,589	438,219
COW - franchise fees	M	330,319	42.69	141,000	137,040	189,319
Transient room tax	Q	622,492	48.82	303,874	309,767	318,618
Liquor licenses	A	575	4.35	25	-	550
State revenue sharing	MQ	195,819	30.81	60,334	45,715	135,485
Municipal court	M	128,700	24.30	31,275	49,572	97,425
Planning Fees	I	110,500	21.07	23,285	22,391	87,215
Police charges	I	18,000	63.29	11,393	7,152	6,607
Fire charges	SM	112,329	0.98	1,100	800	111,229
Park charges	I	-	0.00	865	655	-
Miscellaneous	I	3,000	348.27	10,448	13,979	(7,448)
Interest	M	8,000	229.88	18,390	2,772	(10,390)
Lease receipts	M	220,002	43.06	94,734	95,039	125,268
Proceeds from sale of assets	I	-	0.00	6,127	-	(6,127)
Grants	I	-	0.00	-	-	-
<b>Sub-total</b>		<b>3,620,947</b>	<b>54.79</b>	<b>1,983,915</b>	<b>2,008,651</b>	<b>1,637,032</b>
Transfers from other funds	I	685,618	0.00	81,912	-	603,706
Overhead	M	1,385,311	37.97	526,017	530,110	859,294
<b>Total revenues</b>		<b>5,691,876</b>	<b>45.54</b>	<b>2,591,844</b>	<b>2,538,761</b>	<b>3,100,032</b>

M - monthly

Q - quarterly

SM - Semi-annual in November then monthly

AP - As paid by taxpayer beginning in November

MAQ - Century Link, NW Nat & Charter-quarterly,  
all others monthly

S - semi-annual

I - intermittently

MQ - Monthly, cigarette and liquor and Quarterly, revenue sharing

R - renewals due in July and new licenses intermittently

A - annual

Note: Budget columns do not include contingencies as a separate line item but are included in the ending fund balance. Unless the Commission authorizes the use of contingency, these amounts should roll over to the following year beginning fund balance. For budget details, please refer to the City of Warrenton Adopted Budget for fiscal year ending June 30, 2023. Budget amounts reflect budget adjustments approved by the Commission during the fiscal year. Information and data presented in this report is unaudited.



## Financial data as of November 2022, continued

## water fund utility revenues

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	5 months 2023
in city	874,148	937,525	1,039,783	1,201,543	1,286,658	1,412,585	1,561,460	1,699,691	1,799,368	1,737,908	864,183
out city	612,810	640,672	677,396	840,545	862,663	979,244	1,059,070	1,098,157	1,173,039	1,170,862	612,259
1 city of gearhart	264,658	125,075	178,583	211,396	201,556	238,334	241,009	223,290	258,985	253,797	306,035
2 pacific coast seafoods	296,702			38,549			132,748	428,585	428,081	400,668	260,328
3 fort stevens	76,354	54,324	60,915	80,824	95,380	110,956	120,497	90,241	89,174	98,704	51,089
4 bio oregon	51,602	68,430	91,106	72,408	93,145	82,570	77,070	89,538	82,279	83,758	49,269
5 hampton lumber	37,267	40,070	39,595	41,336	54,111	64,422	70,473			81,920	39,468
* astoria/seaside koa									85,452		
* fred meyer		42,701									
* glenwood village			35,960								
* point adams packing					57,728	60,046		80,802			
<b>total</b>	<b>2,213,541</b>	<b>1,908,797</b>	<b>2,123,338</b>	<b>2,486,601</b>	<b>2,651,241</b>	<b>2,948,157</b>	<b>3,262,327</b>	<b>3,710,304</b>	<b>3,916,378</b>	<b>3,827,617</b>	<b>2,182,631</b>

\* used to be in the top 5

## sewer fund utility revenues

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	5 months 2023
in city	1,395,820	1,483,459	1,534,362	1,601,310	1,752,561	1,886,823	2,026,663	2,132,580	2,184,948	2,242,332	999,870
shoreline				54,247	114,454	121,893	130,274	135,780	136,234	135,479	58,706
1 hampton lumber mill	48,810	52,575	48,144	44,576	58,408	68,549	73,680	76,714	80,868	85,148	41,151
2 fort stevens state park	44,598	46,828	47,999	49,199	52,151	54,759	57,497	59,797	59,797	59,797	25,912
3 astoria/seaside koa			37,581	41,628	48,112	44,237	45,564		105,413	77,274	25,814
4 pacific rim apartments								49,466	49,466	49,466	21,434
5 alder creek village				39,505		43,964	46,166	48,011	48,011	48,011	20,803
* port warren condos	30,381	31,900	32,700		35,529						
* columbia point apts	32,551	34,178	35,035	35,914	38,066	39,967	41,969	43,646			
* fred meyer	36,998	68,023									
<b>total gross revenue</b>	<b>1,589,158</b>	<b>1,716,963</b>	<b>1,735,821</b>	<b>1,866,379</b>	<b>2,099,281</b>	<b>2,260,192</b>	<b>2,421,813</b>	<b>2,545,994</b>	<b>2,664,737</b>	<b>2,697,507</b>	<b>1,193,690</b>



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: City Manager, Esther Moberg  
DATE: January 10, 2023  
SUBJ: A Resolution Declaring Certain Property to Have No Real Market Value

### SUMMARY

The Headstart Building was put on the Ballot in November of 2022, however, the wrong entity (Clatsop Community Action) was named as the receiver of the building. Community Action Team of Columbia County runs Headstart in Clatsop County and is the entity that should be named. While looking into this, it was discovered that the revisionary clause, per the City's amended charter, will make this property to be considered of no real market value, therefore, we can proceed with a no real market value resolution and move forward (without going back to the voters) with transferring the property to the correct entity: Community Action Team of Columbia County.

(Clatsop Community Action was formed as a local-off shoot of Columbia County but does not run Headstart and is not the correct entity to transfer this property to.) The ballot measure did have a double majority and passed with approximately 80% voter approval, showing that the community does indeed want this transfer to take effect to the right entity for Headstart.

### RECOMMENDATION/SUGGESTED MOTION

I move to adopt Resolution Number 2638, a Resolution declaring certain property to have no real market value.

ALTERNATIVE

- 1) Other action as deemed appropriate by the City Commission
- 2) None recommended

FISCAL IMPACT

No fiscal impact

Approved by City Manager:

A handwritten signature in blue ink, appearing to read "Erik Meloy", is written over a horizontal line.

All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.



RESOLUTION NO. 2638

Introduced by All Commissioners

A RESOLUTION DECLARING CERTAIN PROPERTY  
TO HAVE NO REAL MARKET VALUE

WHEREAS, the City of Warrenton is the owner of certain real property (the "Property") commonly known as 200 SW 3<sup>rd</sup> St., Warrenton, OR and more particularly described in Exhibit A, attached hereto and incorporated herein by reference; and

WHEREAS, the City acquired the Property by Bargain & Sale Deed from Clatsop County, dated November 24th, 1976 and recorded in Book 441, Page 629 of the Clatsop County Deed Records; and

WHEREAS, pursuant to that deed, the Property is subject to reversion to Clatsop County if the property is not used for "a joint city-school usage in relation to the city's park development program... or other suitable public municipal purposes"; and

WHEREAS, in 2016, City voters enacted Measure 4-181, amending the City Charter to add Charter Chapter XI, which requires double majority voter approval prior to sale or other disposal of certain City assets, including any real property with a real market value of \$100,000 or more in 2014 dollars; and

WHEREAS, due to certain ambiguities in the language of Measure 4-181, in 2017, the City Commission, in consultation with the proponents and drafters of the initiative, adopted Chapter 3.40 of the Warrenton Municipal Code to clarify how the measure would be implemented; and

WHEREAS, pursuant to Section 3.40.040 of the Warrenton Municipal Code, the City Commission may declare by resolution that the value of any asset the City seeks to sell, trade, divest or otherwise dispose of is less than the amount that would require voter approval under Charter Chapter XI; and

WHEREAS, said section of the Municipal Code further provides for notice of adoption of such a resolution as well as an opportunity for appeal; and

WHEREAS, Section 3.40.020 of the Warrenton Municipal Code provides that "Real property the City may not sell due to statutory or other restrictions, such as a street vacation or real property with a title that contains a reversion clause if no longer used for a public purpose has no real market value";

NOW, THEREFORE, the City Commission of the City of Warrenton resolves as follows:

SECTION 1. The property commonly known as 200 SW 3<sup>rd</sup> St., Warrenton, OR and more particularly described in Exhibit A, attached hereto and incorporated herein by reference, was

acquired by a title that contains a reversion clause if no longer used for a public purpose and therefore, pursuant to Section 3.40.020 of the Warrenton Municipal Code, has no real market value and is not subject to the voter approval requirements of Chapter XI of the City Charter.

SECTION 2. The City Recorder, or designee, is directed to provide notice of adoption of this resolution in accordance with Section 3.40.040 of the Warrenton Municipal Code.

SECTION 3. Appeal of the determination of value in this resolution may be taken in accordance with Section 3.40.040 of the Warrenton Municipal Code.

Adopted by the City Commission of the City of Warrenton this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

This resolution shall take effect immediately upon its passage.

APPROVED

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST

\_\_\_\_\_  
Dawne Shaw, CMC, City Recorder

**LEGAL DESCRIPTION****Property Line Adjustment****Tax Lot 81021BD04100, City of Warrenton, Oregon**

A tract of land located in the North one half and the Northwest one quarter of the Southeast one quarter of Section 21, Township 8 North, Range 10 West, Willamette Meridian, City of Warrenton, Clatsop County, Oregon, being a portion of that real property as described in Bargain and Sale Deed in Book 441, at page 629, Clatsop County records, being further described as follows:

All lots contained in Blocks 16, and 17, of "W. C. Smith's Warrenton", a duly recorded plat, Clatsop County, Oregon

**TOGETHER WITH** the following portions of Vacated S.W. Birch Avenue as described in City of Warrenton Ordinance 730-A recorded in Book 581, page 130, Clatsop County records, being those portions of said vacated street lying 40 feet east of Lots 1 through 6, Block 16, and those portions of said vacated street lying 40 feet west of Lots 11 through 16, Block 17, "W. C. Smith's Warrenton".

**EXCEPTING THEREFROM** Lots 1 through 10, Block 17, Lots 7 through 10, Block 16, and the East 45.56 feet of Lots 11 through 16, Block 17, of said "W. C. Smith's Warrenton" plat in Clatsop County, Oregon.

**ALSO EXCEPTING THEREFROM** the following portions of vacated streets as described in City of Warrenton Ordinance 730-A recorded in Book 581, page 130, Clatsop County records, being those portions of Vacated S.W. Birch Street lying west of Lots 9 and 10, Block 17, and lying east of Lots 7 and 8, Block 16, and those portions of Vacated S.W. 4<sup>th</sup> Street lying 30 feet south of Lots 8 and 9, Block 16, extended westerly 30 feet to the intersection of S.W. 4<sup>th</sup> Street S.W. Birch Court and continuing east to the intersection of S.W. Birch Avenue and S.W. 4<sup>th</sup> Street, and lying 30 feet south of Lots 9 and 10, Block 17 from the intersection of S.W. Birch Avenue and S.W. 4<sup>th</sup> Street east to the intersection of S.W. 4<sup>th</sup> Street and S.W. Alder Court, and those portions of Vacated S.W. Alder Court lying east of Lots 1 through 8, Block 17 from the intersection of S.W. 4<sup>th</sup> Street and S.W. Alder Court north to the south right of way line of S.W. 3<sup>rd</sup> Street, "W. C. Smith's Warrenton".

Containing 2.24 acres more or less.



## AGENDA MEMORANDUM

TO: The Warrenton City Commission *Jay Blake*  
FROM: Jay Blake, Planning Director *Jay Blake*  
DATE: January 13, 2022  
SUBJ: Public Hearing: Ordinance 1260 Renaming a Portion of SE 19<sup>th</sup>  
Street in Section 27 of the City of Warrenton

### BACKGROUND:

In 2013, Clatsop County began developing the North Coast Business Park property which included the construction of a public road to serve future industrial, business park, and the extension of SE Ensign Lane from the Costco retail area to an intersection with US 101 Business Road. The roadway had three parts: a northerly leg, westerly leg, and southerly leg. All three parts were named SE 19<sup>th</sup> Street.

The City Commission reviewed the request at their December 13, 2022 meeting where they directed staff to revise the westerly leg of SE 19<sup>th</sup> Street to SE Ironwood Street.

Staff prepared the revised Ordinance 1260 for your consideration.

All affected property owners were notified of the possible change.

### FINDINGS:

The Planning Commission made the following findings related to this request:

1. The current street names for the northerly and westerly legs of SE 19<sup>th</sup> Street in Warrenton could lead to confusing addressing and potentially impact public safety and response times; and
2. Renaming the above-mentioned sections of this street would reduce



- confusion for the general public; and
3. The northerly leg of SE 19<sup>th</sup> Street should be renamed SE 16<sup>th</sup> Street so that it is in alignment with our grid system; and
  4. The Westerly leg of SE 19<sup>th</sup> Street should be renamed SE ~~Intrepid~~ Ironwood Avenue

## CONCLUSIONS AND RECOMMENDATION

The Planning Commission unanimously recommended approval of the renaming of the roads and directed staff to prepare Ordinance Number 1260.

### Recommended Motion:

*I move that the Warrenton City Commission conduct the first reading, by title only of Ordinance 1260.*

*An Ordinance Renaming a Portion of SE 19<sup>th</sup> Street in Section 27 of the City of Warrenton.*

### Alternate Actions.

The Warrenton City Commission may modify the draft ordinance to reflect any changes deemed necessary and schedule the second reading.

The Warrenton City Commission can table the item for further clarification or modification.

**Staff Recommends that the City Commission recommend conduct the first reading, by title only, of Ordinance 1260.**

### FISCAL IMPACT

Nominal costs associated with new street signs

Approved by City Manager: \_\_\_\_\_



All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

ORDINANCE NO. 1260

INTRODUCED BY ALL COMMISSIONERS  
AN ORDINANCE RENAMING A PORTION ON SE 19<sup>TH</sup> STREET IN  
SECTION 27 OF THE CITY OF WARRENTON

WHEREAS, Clatsop County constructed SE 19<sup>th</sup> Street to allow for the development of future Industrial parcels within the North Coast Business Park prior to the construction of SE Ensign Drive; and

WHEREAS, the initial addressing of SE 19<sup>th</sup> Street has three sections a northerly section, westerly section, and southerly section as depicted on Attachment A; and

WHEREAS, at their November 10, 2022 public meeting, the Warrenton Planning Commission reviewed the street naming and believes that it has the potential to cause confusion with future developments and that the northerly and westerly sections of the road are not in alignment with the approved City addressing grid in Chapter 12.24 of the Warrenton Municipal Code; and

WHEREAS, Oregon Revised Statutes Section 227.120 authorizes a municipality to rename a public street after a public hearing; and

WHEREAS, affected property owners were sent written notification of the intent to rename the northerly and westerly sections of SE 19<sup>th</sup> Street. Public response from one land owner was reviewed by the Planning Commission. No properties with existing structures is impacted by the proposed street name change.

Now, therefore, THE CITY OF WARRENTON ORDAINS AS FOLLOWS:

Section 1. The northerly leg of SE 19<sup>th</sup> Street is hereby renamed SE 16<sup>th</sup> Street and the westerly leg is renamed SE Ironwood Avenue (See Attachment B).

Section 2. Effective Date. This ordinance takes effect upon the county receipt of this ordinance.

Adopted by the City Commission of the City of Warrenton, Oregon this \_\_\_\_ day of \_\_\_\_\_, 2023.

First Reading:

Second Reading:

APPROVED:

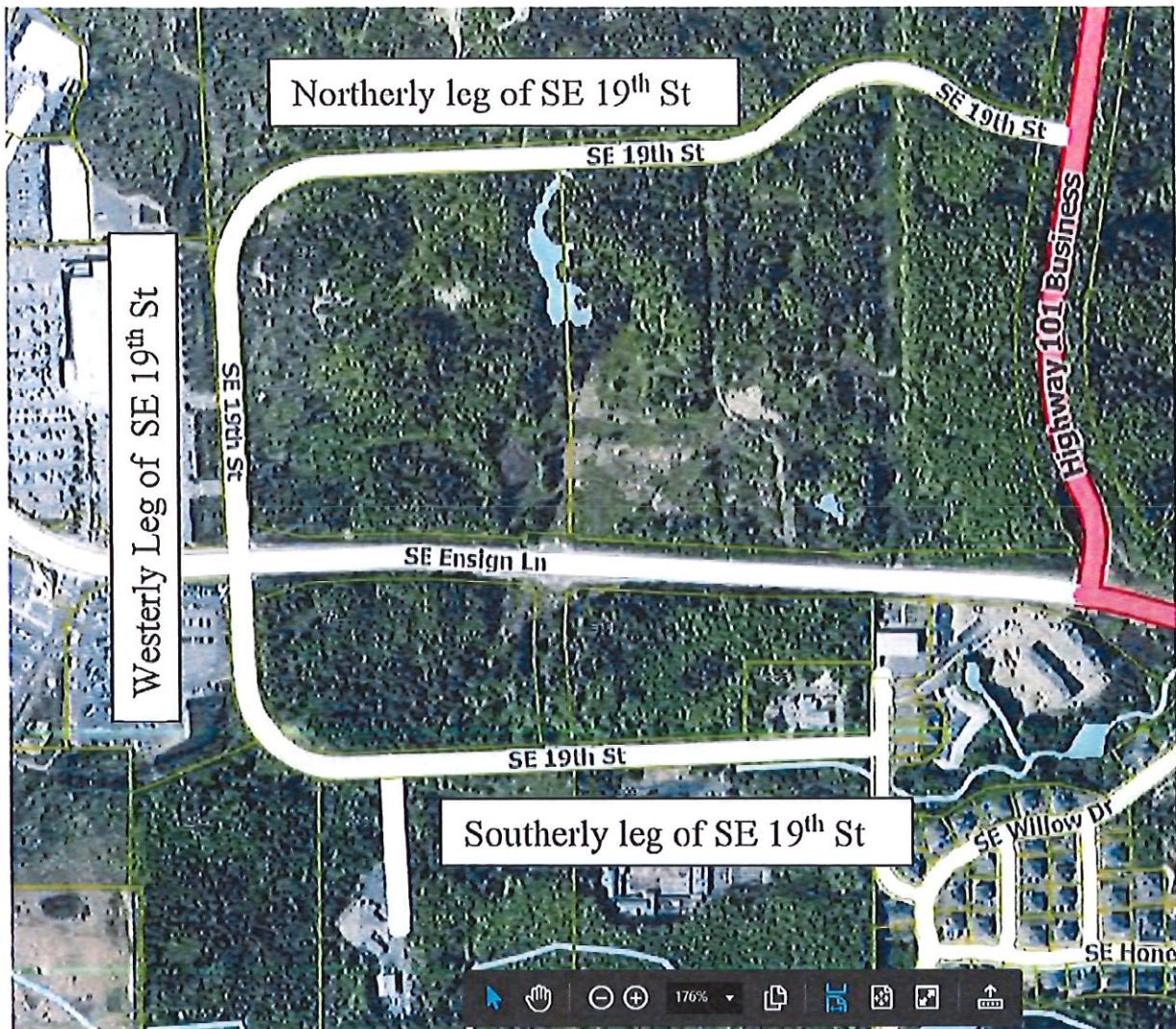
\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST:

\_\_\_\_\_  
Dawne Shaw, CMC, City Recorder

Ordinance No. 1260

Exhibit A – Existing Street Names











## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Esther Moberg, City Manager  
DATE: January 10, 2023  
SUBJ: Warrenton Kids Field Agreement

### SUMMARY

This agreement was requested by the City Commission to make clear the rights and responsibilities of the City of Warrenton and Warrenton Kids Inc., regarding use of the ballfields and a reservation system. The City Manager of Warrenton put together this agreement based on past minutes and discussion. A separate license or agreement will be put together for use of the concession stands.

### RECOMMENDATION/SUGGESTED MOTION

*I move to approve the Warrenton Kids Inc., Agreement for use of the City ball fields.*

### ALTERNATIVE

- 1) Other action as deemed appropriate by the City Commission
- 2) None recommended

### FISCAL IMPACT

No fiscal impact other than utilities, maintenance, and upkeep of the ball fields.

Approved by City Manager: \_\_\_\_\_

*Esther Moberg*

All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

## FIELD USE AGREEMENT

This Field Use Agreement (“Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 2023 by and between Warrenton Kids Inc. (“WKI”), and the City of Warrenton, an Oregon municipal corporation (“CITY”), collectively referred to as the “Parties” in this Agreement.

### Recitals

**WHEREAS**, the City is the owner of the property located at 330 SW Alder Avenue, Warrenton, Oregon commonly known as the Quincy and Bessie Robinson Park (Property) on which Property is located two baseball fields, two softball fields (collectively the Fields); and a concession stand; and

**WHEREAS**, WKI requires use of the Fields and concession stand from March 1 through July 31 each calendar year; and

**WHEREAS** WKI and the CITY have limited resources for the maintenance of the Property; and

**WHEREAS**, CITY agrees to permit WKI to use the Property as set forth in this Agreement.

### Agreement

**NOW, THEREFORE**, the Parties agree as follows:

1. Purpose. The City will allow WKI to use the Fields from March 1 – July 31 of each calendar year (Ball Season). Use of the concession stand will be governed by a separate lease agreement.
2. Term and Termination. The term of this Agreement will be ten (10) years commencing on January 31<sup>st</sup>, 2023 and ending on January 31<sup>st</sup>, 2033. Either party may terminate this Agreement provided sixty (60) days written notice is provided. However, CITY has the right to terminate this Agreement immediately after providing notice of default and an opportunity to cure as set forth in Section 9 below.
3. Obligations and Responsibility of the City. The CITY will have the following responsibilities and obligations:
  - a. Allow WKI to use and schedule use of the Fields during Ball Season each calendar year.
  - b. Schedule/oversee the use of the Fields during the Off Season.
  - c. Supply, at CITY’s cost, the following materials and labor: bases at the beginning of each Ball Season (and will provide an area to store bases during prohibitive weather); restroom maintenance and heavy maintenance/repairs/landscaping on the Property; and utility repairs during the City’s Public Works Department’s regularly scheduled hours. The CITY is also responsible for all utility costs for the Property.

- d. Provide WKI with contact information for on-call CITY public works staff in order to be available to respond and assist WKI in case of emergencies during Ball Season;
  - e. The CITY will make any necessary repairs to buildings/structures on the Property as determined by the City or as requested by WKI.;
  - f. Supply fencing for the ball fields with gates. WKI and the CITY will work together regarding locking gates on dugouts, making sure all storage and other units have working locks and are secure.
4. Obligations and Responsibilities of WKI. WKI will have the following responsibilities and obligations:
- a. Provide staffing to coordinate scheduling for use of Fields for games and practices during Ball Season for WKI and their partners: Lower Columbia, Cal Ripken, and River City Baseball. WKI will be responsible for resolving any conflicts of scheduling of ball fields in a reasonable and equitable manner.
  - b. Share the scheduling calendar with CITY staff so CITY is aware of availability of the Fields. The calendar must be kept updated (within 1-2 weeks of play) regarding scheduling through for example, a google calendar or something similar that is accessible by CITY staff.
  - c. Allow CITY to access improvements on the Property for required repairs as determined by the CITY or as requested by WKI.
  - d. Provide contact information to CITY for all WKI representatives associated with the use of the Property including but not limited to anyone with access or keys to improvements on the Property, coaches, and WKI officers.
  - e. Conduct background checks for all coaches, assistant coaches, and WKI officers.
  - f. Provide City with documentation of WKI's Oregon nonprofit corporation and federal 501(c)(3) status. This documentation should be sent to [dshaw@ci.warrenton.or.us](mailto:dshaw@ci.warrenton.or.us).
  - g. Provide the CITY with an updated list of WKI board members whenever new officers are elected. This list should be sent to [publicworks@ci.warrenton.or.us](mailto:publicworks@ci.warrenton.or.us).
  - h. Appoint a representative to attend the CITY's bi-monthly Parks Advisory Board meetings scheduled on the second Monday of the month at 4:00p.m. in the City Commission Chambers and this representative will provide meeting agenda items to [publicworks@ci.warrenton.or.us](mailto:publicworks@ci.warrenton.or.us) two weeks before the scheduled meeting; this agenda item will be on the Parks Advisory Board agenda and presented to the Parks Advisory Board by the appointed representative; If the representative is not available to attend these meetings they will appoint another WKI officer or representative to serve in their stead. The representatives are expected to attend all

regularly scheduled or rescheduled Parks Advisory Board Meetings during the year. Scheduling and coaching conflicts that may arise will be managed internally by WKI.

- i. WKI will ensure utilities (lights, signs, water) are turned off after use.
  - j. All existing park rules for CITY parks will be followed where appropriate.
  - k. Coordinate with CITY on use of the Fields by outside third parties during Ball Season.
  - l. Restore the Fields to original condition, minus normal wear and tear, at the end of each Ball Season.
  - m. Provide, at WKI's expense during Ball Season, volunteers, or a professional landscape service approved by the CITY to prepare the Fields before games and clean up after games. This preparation will include:
    - i. Dragging the ballfields
    - ii. Removing rocks
    - iii. Applying field conditioner to the infield
    - iv. Raking the infield
    - v. Lining the Fields and maintaining the lining equipment
    - vi. Maintaining and fueling WKI equipment
    - vii. Returning all tools and materials to the garage at the end of the games
    - viii. Removing trash from the Fields and the bleacher area and placement in the appropriate receptacles after all games
    - ix. Placing and removing pitching mounds before and after each baseball season
    - x. Restroom maintenance during weekend events
5. No Assignment or Sub-Lease. WKI may not sublease any part of the Property and may not transfer or assign this Agreement without obtaining the advance written consent of the CITY, which consent is in the CITY's sole and absolute discretion. CITY retains the right to transfer the Property and has the option to assign this Agreement to the transferee.
6. Event Application. Any WKI event that occurs during Ball Season that is not a baseball or softball game or a related tournament, must have an approved City of Warrenton Event Application and follow the typical Event Approval by the CITY. Any approved third party using the Property must donate any collected sums to WKI.
7. Indemnity. WKI will indemnify, defend, and hold CITY harmless from and against any injury, expense, damage, liability, or claim including but not limited to attorney fees incurred by CITY arising directly or indirectly from the rights granted by CITY to WKI in this Agreement or any act or omission by WKI, its agents and assigns or any other person

entering upon or using the Property with WKI's express or implied invitation or consent, except for those acts occurring solely because of CITY negligence.

8. Insurance. WKI will provide the CITY with proof of liability insurance in the amount of \$2,000,000.00 on a yearly basis until the termination of this agreement; this proof of liability insurance will be attached to this agreement. If there are secondary insurances related to use of the Property, both must be provided. WKI at WKI's cost shall secure and continue to carry during the term of this Agreement, with an insurance company acceptable to the CITY, the following insurance:
  - a. Commercial General Liability. WKI shall obtain, at WKI expense and keep in effect during the term of this Contract, Commercial General Liability Insurance covering bodily injury and property damage with limits of not less than \$1,000,000 per occurrence and the annual aggregate of not less than \$2,000,000. Coverage shall include contractors, subcontractors and anyone directly or indirectly employed by either. This insurance will include personal and Advertising injury liability, products and completed operations. Coverage may be written in combination with Automobile Liability Insurance (with separate limits). Coverage will be written on an occurrence basis. If written in conjunction with Automobile Liability the combined single limit per occurrence will not be less than \$1,000,000 for each job site or location. Each annual aggregate limit will not be less than \$2,000,000.
  - b. Additional Insured. The liability insurance coverage shall include CITY and its officers and employees as Additional Insured but only with respect to WKI activities to be performed under this Agreement. Coverage will be primary and non-contributory with any other insurance and self-insurance. Prior to starting work under this Agreement, WKI shall furnish a certificate and endorsement to CITY from each insurance company providing insurance showing that the CITY is an additional insured, the required coverage is in force, stating policy numbers, dates of expiration and limits of liability, and further stating that such coverage is primary and not contributory.
  - c. Notice of Cancellation or Change. There will be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice from WKI or its insurer(s) to CITY. Any failure to comply with the reporting provisions of this clause will constitute a material breach of this Agreement and will be grounds for immediate termination of this Agreement.
9. Default. If WKI violates any of the terms, covenants, or conditions of this Agreement or fails to perform any of its obligations under this Agreement in a timely fashion, CITY may provide written notification of default to WKI and allow WKI five (5) business days, or an additional amount of time as allowed by the CITY, to cure such default. In the event the

default is not cured to CITY's satisfaction, CITY may terminate this Agreement immediately.

10. Notices. Notices required by this Agreement must be in writing and are deemed given and received upon deposit in the United States mail, certified or registered mail, postage prepaid, return receipt requested, addressed to the parties at their respective addresses listed herein.

Notices to CITY:

City of Warrenton  
Attn: City Manager  
P.O. Box 250  
Warrenton, Oregon 97146

Notices to WKI:

Warrenton Kids Inc.  
P.O. Box 366  
Warrenton, Oregon 97146

11. General.

- a. WKI's obligation to indemnify CITY and return the Property to its original condition survives the termination of this Agreement.
- b. Time is of the essence under this Agreement.
- c. There are no third-party beneficiaries to this Agreement.
- d. This Agreement represents the entire agreement and understanding between the Parties. It is not effective until both Parties sign it.
- e. Any amendments to it must be in a separate writing signed by both Parties.
- f. The waiver of one breach of any term, condition, covenant, or obligation herein is not a waiver of that or any other term, condition, covenant, or obligation or of any subsequent breach thereof.
- g. This Agreement shall be construed so that the plural includes the singular and the singular includes the plural.
- h. This Agreement is binding upon the parties, their successors and assigns.
- i. This Agreement shall be governed by the laws of the State of Oregon.

**WKI**

**Warrenton Kids Inc.**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

**CITY**

**City of Warrenton**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_





## AGENDA MEMORANDUM

TO: The Warrenton City Commission

FROM: Dawne Shaw, City Recorder

DATE: January 10, 2023

SUBJ: Advisory Boards Terms of Office Resolutions

### SUMMARY

The attached resolutions confirm the appointments and set the terms of office for advisory board members that were appointed at the December 13, 2022, City Commission meeting. Additional Resolutions will be submitted once all remaining appointments have been made.

### RECOMMENDATION/SUGGESTED MOTION

"I move to adopt Resolution No. 2633; Authorizing Appointments to Fill Positions on the Warrenton Community Center Advisory Board and Setting Terms of Office."

"I move to adopt Resolution No. 2634; Authorizing Appointments to Fill Positions on the Warrenton Marinas Advisory Committee and Setting Terms of Office."

"I move to adopt Resolution No. 2635; Authorizing Appointments to Fill Positions

on the Warrenton Parks Advisory Board Warrenton Planning Commission and Setting Terms of Office.”

“I move to adopt Resolution No. 2636; Authorizing Appointments to Fill Positions on the Warrenton Planning Commission and Setting Terms of Office.”

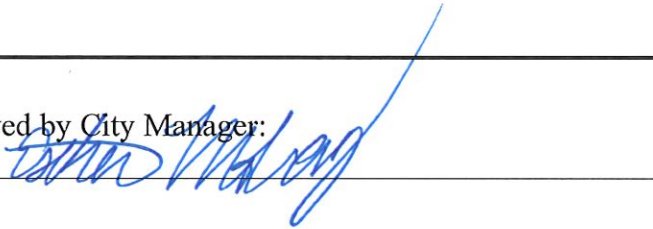
ALTERNATIVE

Other action as deemed appropriate by the City Commission

FISCAL IMPACT

N/A

Approved by City Manager:

A handwritten signature in blue ink is written over a horizontal line. The signature is cursive and appears to read "Ethan McKay". The signature extends above the line and has a long, thin stroke that goes up and to the right.



**RESOLUTION NO. 2633**

INTRODUCED BY: All Commissioners

**SETTING TERMS OF OFFICE ON THE WARRENTON  
COMMUNITY CENTER ADVISORY BOARD**

**BE IT RESOLVED**, by the City Commission that the Warrenton Community Center Advisory Board Members and their terms of office are as follows:

Position No. 1	Kenneth Culp	Term Ending 31, December 2024
Position No. 2	Dennis O'Reilly (Cynthia O'Reilly – alternate)	Term Ending 31, December 2025
Position No. 3	Carol Snell	Term Ending 31, December 2026
Position No. 4	Debbie Little	Term Ending 31, December 2024
Position No. 5	Penny Morris	Term Ending 31, December 2023

This Resolution shall take effect immediately upon its passage.

**ADOPTED** by the City Commission of the City of Warrenton, Oregon, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**APPROVED:**

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

**ATTEST:**

\_\_\_\_\_  
Dawne Shaw, CMC, City Recorder

**RESOLUTION NO. 2634**

INTRODUCED BY: All Commissioners

**AUTHORIZING APPOINTMENTS TO FILL POSITIONS ON  
THE MARINAS ADVISORY COMMITTEE  
AND SETTING TERMS OF OFFICE**

**BE IT RESOLVED**, by the City Commission that the Marinas Advisory Committee Members and their terms of office are as follows:

Position No. 1	Pam Ackley	Term Ending 31, December 2023
Position No. 2	Tim Kindred	Term Ending 31, December 2023
Position No. 3	Malcolm Cotte	Term Ending 31, December 2023
Position No. 4	Lylla Gaebel	Term Ending 31, December 2024
Position No. 5	Mike Balensifer	Term Ending 31, December 2024

This Resolution shall take effect immediately upon its passage.

**ADOPTED** by the City Commission of the City of Warrenton, Oregon, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**APPROVED:**

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

**ATTEST:**

\_\_\_\_\_  
Dawne Shaw, CMC, City Recorder

**RESOLUTION NO. 2635**

INTRODUCED BY: All Commissioners

**AUTHORIZING APPOINTMENTS TO FILL POSITIONS ON  
THE WARRENTON PARKS ADVISORY BOARD  
AND SETTING TERMS OF OFFICE**

**BE IT RESOLVED**, by the City Commission that the Warrenton Parks Advisory Board Members and their terms of office are as follows:

Position No. 1	Anya Schauer mann	Term Ending 31, December 2024
Position No. 2	Ron Dyer	Term Ending 31, December 2024
Position No. 3	Sammi Beechan	Term Ending 31, December 2025
Position No. 4	Bert Little	Term Ending 31, December 2025
Position No. 5	Carol Snell	Term Ending 31, December 2023
Position No. 6	Michelle Murray	Term Ending 31, December 2023
Position No. 7	Brooke Terry	Term Ending 31, December 2023

This Resolution shall take effect immediately upon its passage.

**ADOPTED** by the City Commission of the City of Warrenton, Oregon, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**APPROVED:**

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

**ATTEST:**

\_\_\_\_\_  
Dawne Shaw, CMC, City Recorder

**RESOLUTION NO. 2636**

INTRODUCED BY: All Commissioners

**AUTHORIZING APPOINTMENTS TO FILL POSITIONS ON  
THE WARRENTON PLANNING COMMISSION  
AND SETTING TERMS OF OFFICE**

**BE IT RESOLVED**, by the City Commission that the Warrenton Planning Commission Members and their terms of office are as follows:

Position No. 1	Kevin Swanson	Term Ending 31, December 2024
Position No. 2	Christine Bridgens	Term Ending 31, December 2024
Position No. 3	Chris Hayward	Term Ending 31, December 2025
Position No. 4	Michael Moha	Term Ending 31, December 2026
Position No. 5	Jessica Sollacio	Term Ending 31, December 2026
Position No. 6	Karin Hopper	Term Ending 31, December 2023
Position No. 7	Lylla Gaebel	Term Ending 31, December 2023

This Resolution shall take effect immediately upon its passage.

**ADOPTED** by the City Commission of the City of Warrenton, Oregon, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**APPROVED:**

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

**ATTEST:**

\_\_\_\_\_  
Dawne Shaw, CMC, City Recorder



## AGENDA MEMORANDUM

TO: The Warrenton City Commission  
FROM: Kyle Sharpsteen, Interim Public Works Director  
DATE: January 10, 2023  
SUBJ: Resolution 2637 – Construction Review Fee

### SUMMARY

In May 2019, Public Works brought you an agenda item regarding construction review fees. At that meeting a motion was passed to approve the fee schedule as Exhibit A. It has since been brought to our attention that a resolution should have been written and approved for those fees. Resolution 2637 is brought to you as a house-keeping item, since the fee schedule was approved at the May 14<sup>th</sup>, 2019 meeting. The fee schedule in Exhibit A, is the same fee schedule that was presented and approved in 2019.

### RECOMMENDATION/SUGGESTED MOTION

*"I move to conduct the first reading, by title only, of Resolution No. 2637 Adopting Construction Review Fees; Establishing January 25th, 2023, As The Effective Date, Repealing Any Other Resolution In Conflict "*

### ALTERNATIVE

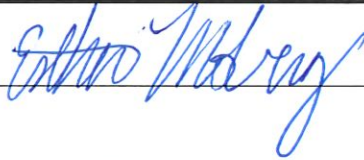
- 1) Other action as deemed appropriate by the City Commission
- 2) None recommended

### FISCAL IMPACT



Residential subdivisions and commercial developments can consume a significant amount of staff time and have a notable impact on our budget. These fees are intended to cover staff time associated with construction coordination.

Approved by City Manager: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "Esteban M. Reyes", is written over a horizontal line.

All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

**RESOLUTION NO. 2637**  
Introduced by All Commissioners

**ADOPTING CONSTRUCTION REVIEW FEES;**  
ESTABLISHING February 24<sup>th</sup>, 2023, AS THE EFFECTIVE DATE,  
REPEALING  
ANY OTHER RESOLUTION IN CONFLICT.

**WHEREAS**, the Public Works Department regulates the design and implementation of public infrastructure projects and related facilities; and

**WHEREAS**, to help facilitate these projects the Public Works Department spends staff time associated with construction coordination and inspection; and

**WHEREAS**, the fee schedule is calculated from the final construction estimate, required as a plan submittal in our Engineering Specifications and Design Criteria; and

**WHEREAS**, the Warrenton City Commission approved the fee schedule at their regular May 14, 2019 meeting as Exhibit A, but no resolution was created at that time.

**NOW THEREFORE**, The City Commission of the City of Warrenton resolves as follows:

Section 1: The Warrenton City Commission hereby adopts the attached schedule of fees, listed in Exhibit A for all developers within the city boundary.

Section 2. Any fees, charges taxes or penalties that are assessed, requested, or required by this resolution are deemed by the Warrenton City Commission to not be subject to the limits of Section 11b Article XI of the Oregon Constitution and will be adopted according to Section 1(b)(e) and Section 2 of ORS 310.145.

Section 5. This resolution shall go into effect February 24, 2023.

First reading: January 10, 2023

Second reading: January 24, 2023

**ADOPTED** by the City Commission of the City of Warrenton on this 24<sup>th</sup> day of January 2023.

APPROVED

\_\_\_\_\_  
Henry A. Balensifer III, Mayor

ATTEST

\_\_\_\_\_  
Dawne Shaw, CMC, City Recorder

# EXHIBIT A

Resolution 2637

## Construction Design Review Fee

Construction Estimate*	Fee
less than or equal to \$25,000	\$500.00
greater than or equal to \$25,001	2% of Estimate

\*Final construction estimate as certified by a Registered Professional Engineer